

Sent via email:

June 9, 2006

TO: IC Directors
IC Executive Officers

FROM: Deputy Director, NIH, and Deputy Ethics Counselor

SUBJECT: Official Duty Activity Policy

The NIH has announced a clarification of its Official Duty Activity policy effective immediately. The policy consists of 3 primary elements:

- A one-page introductory statement
- Attachment 1: Conflicts Assessment Sheet
- Attachment 2: Official Duty Table

Please review the attached documents and begin operating under this guidance. As you will see, this policy clarifies that employees are responsible for carefully considering the parties involved in a proposed official duty activity, and determining whether a conflict (real or apparent) would arise from their involvement in the matter. Deputy Ethics Counselors remain available to help employees identify and resolve conflicts.

The extramural community has 2 additional guidance documents applicable to extramural staff only: Attachments 3 and 4 – a Flow Chart and Case Studies.

Please contact Holli Beckerman Jaffe, Director, NIH Ethics Office, at (301) 594-9555, if you have any questions.

Raynard S. Kington, M.D., Ph.D.

Attachments